

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI**

***CLERK'S OFFICE***

**Vacancy Announcement**

**Student Internships (Nonpaid Temporary Positions)**

**OPEN:**

April 21, 2003 (will remain open)

**POSITION:**

College Interns (several positions available immediately) 10-40 hours a week in the Clerk's Office located in St. Louis and Cape Girardeau, Missouri. (Winter, Spring, Summer and Fall Semesters.)

**DUTIES:**

An intern performs duties such as the following:

1. May provide administrative support for the Clerk's office by assisting deputy clerks with periodic, special or short term projects such as filing and copying documents in accordance with court rules, etc.;
2. May provide administrative support for senior management staff;
3. May provide technical and administrative support for information management systems staff in their technology projects;
4. May provide technical and administrative support for administrative services staff on their financial/accounting projects;
5. May assist in daily jury activities involving interaction with the public and staff. Learn jury procedures governed by 28 U.S.C. Section 1861-1869, Jury Selection and Service Act. Learn how to qualify individuals for jury service. Observe actual jury selection procedures in the courtroom;
6. Observe court proceedings.

**GENERAL EXPERIENCE (Required):**

Responsible clerical, administrative or technical experience which provided a knowledge of general office procedures and practices such as data entry, filing, record keeping. Experience with

WordPerfect 6.1 and above, familiarity with database management concepts, and experience with research over the Internet.

**SPECIALIZED EXPERIENCE (Preferred):**

Progressively responsible clerical, administrative or technical experience in a business setting or legal setting such as a law office, another court in the judicial system, or a local, state, or federal government. An understanding of court management practices is desirable.

**ADDITIONAL INFORMATION:**

This is a non-paying position. No civil service or other benefits are available. College references required. The interns are responsible for coordinating any course work credit with their respective schools. Interns will be evaluated by the Chief Deputy Clerk based on performance of assigned responsibilities.

**SUBMIT RESUME TO:**

United States District Court  
Eastern District of Missouri  
Management Support (INT-03)  
111 South Tenth Street, Room 3.300  
St. Louis, MO 63102

or fax: (314) 244-7909

**FOR MORE INFORMATION:**

Contact Jeanne Pattrin (314)244-7913 or Mary Finocchiaro (314)244-7912.